

# **SHERIFF'S OFFICER CAPTAIN ORIENTATION GUIDE**

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## *Introduction*

The New Jersey Department of Personnel has prepared this supplemental orientation guide for promotional candidates who will participate in the 2005 Sheriff's Officer Captain examination. The information in this booklet and the **Applied Knowledge Multiple-Choice Exam Orientation Guide** (available via DOP's web site [www.state.nj.us/personnel](http://www.state.nj.us/personnel)) is designed to help candidates better understand the testing process and the types of questions they will encounter on the Sheriff's Officer Captain examination. The examination will be designed based on information obtained from a job analysis of the Sheriff's Officer Captain position. We encourage candidates to carefully review this guide along with the Applied Knowledge Multiple-Choice Exam Orientation Guide and to take advantage of any and all opportunities to prepare for the examination.

### *When and where will the examination be held?*

The **TENTATIVE** test date to administer the Sheriff's Officer Captain examination is **June 9, 2005**. However, in the event that there are difficulties scheduling the examination for any unforeseen reason, the examination date may change. The test date will be confirmed when candidate examination notices are mailed two to three weeks prior to the test date.

Please note that candidates are **NOT PERMITTED** to bring phones, pagers, recording devices, etc., into the test center. Possession of one or more of these prohibited devices inside of the examination center may result in disqualification.

In addition, briefcases and other personal items should be left outside of the test center. The Department of Personnel is not responsible for any personal items. Upon completion of the testing process, candidates must leave the testing premises so that other candidates (still involved in the testing) will not be disturbed/distracted by outside conversations.

### *How is the examination developed?*

A job analysis was conducted to identify the knowledge and abilities that are necessary to perform the job of Sheriff's Officer Captain. A job analysis is the process of critically examining job components in order to provide a functional description of a job. Based on this job analysis, several work components were identified, and it is from these work components that a distinct examination has been developed. During the job analysis, senior Sheriff's personnel ranked each Sheriff's Officer Captain work component in terms of its importance. Examination questions will relate to those work components that were determined to be most critical. The following components received high importance ratings. Also included is their relative weighting (rounded %). These weights will be reflected in the examination.

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| <b><u>Weight</u></b> | <b><u>Test Content</u></b> |
|----------------------|----------------------------|
| 12.5%                | Arrest, Search & Seizure   |
| 12.5%                | Report Writing             |
| 12.5%                | Training Techniques        |
| 12.5%                | Criminal Investigation     |
| 12.5%                | Data Evaluation            |
| 12.5%                | Scheduling                 |
| 25.0%                | Supervision                |

***Is there study material that candidates can use to prepare for the examination?***

The following source is used by the Department of Personnel to develop test questions. Please note, however, that the development of all test questions may not be restricted to this particular source.

New Jersey Criminal Code Title 2C

The following source material will be utilized by the Department of Personnel to develop test questions related to Supervision and/or Interpersonal Relations. Prior to the posting of this guide, the publishers indicated a sufficient supply of the title listed below. *[The Department of Personnel will not be responsible for the quantity of books available.]*

The Truth About Managing People...And Nothing But The Truth

Robbins, Stephen P.  
Prentice Hall 2003

Leadership Skills for Managers

Caroselli, Marlene  
McGraw-Hill 2000

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### ***Are there any practice multiple-choice questions?***

The following three questions are sample questions that are similar to the ones that will appear in your examination.

1. What is the written order from a court directing the defendant in a legal action to answer a complaint?
  - (a) Citation.
  - (b) Subpoena.
  - (c) Summons.
  - (d) Mandamus.
  
2. According to N.J. Criminal Code 2C, when an offense is committed, the period of limitation begins
  - (a) at the moment the crime occurs.
  - (b) upon establishment of the criminal act.
  - (c) when the suspect is arrested and charged.
  - (d) the day after the crime occurs.
  
3. A supervisor who delegates the routine duties of his unit is
  - (a) conforming to sound supervisory practice in this respect.
  - (b) avoiding his proper responsibilities.
  - (c) eliminating those features of the job, which are generally, most interesting.
  - (d) contributing to his own elimination from the organization as a "surplus" staff member.

### ***What are the correct answers to the practice questions?***

The correct answer to sample Question #1 is (c). A summons shall be made on a Complaint-Summons (CDR-1) form, a Uniform Traffic Ticket, or a Special Form of Complaint and Summons. The summons shall be directed to the person named in the complaint, requiring that person to appear before the court in which the complaint is made at the stated time and place and shall inform the person that an arrest warrant will be issued for failure to appear.

The correct answer to sample Question #2 is (d). NJ Criminal Code Title 2C 1-6(c) "Time Limitations" states: ...Time starts to run on the day after the offense is committed."

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The correct answer to sample Question #3 is (a). This is the proper and **BEST** answer choice, and is in accordance with the basic principles of effective management and leadership. Option (b) is not the BEST choice, since the supervisor does not absolve himself of his responsibility through the delegation of routine tasks to a subordinate member of his unit. Option (c) would be a poor choice. The elimination of the exciting features of the job should not be a matter of concern in the delegation process. Option (d) would be a very poor choice. In no manner would the supervisor be contributing to his own elimination through the delegation of routine tasks to a subordinate.

*NOTE: These are only sample items. The examination will contain different questions, although similar in structure and content. Answering these sample items correctly does not guarantee you the same success on your examination.*

### ***Will make-up candidates take the same examination?***

Because of concerns regarding loss of examination security relating to the illicit discussion and/or dissemination of test content, the make-up examination for this announcement may not be identical to the original examination. That is, it may be very similar to the original examination, matching the content specifications of the original examination as closely as possible. This means that the make-up examination would measure in equal proportion, the same knowledge, skills and/or abilities that will be measured by the original examination. It will also be administered and scored in the same manner as the original examination. If a different examination is used for make-up purposes, make-up candidates may be required to obtain or use resource material for test preparation/study purposes that is particular to the make-up examination.

### ***What is the Department of Personnel's make-up policy?***

Pursuant to N.J.A.C. 4A: 4-2.9, makeup examinations for public safety promotional examinations may be authorized only in cases of:

- I. Error by the Department of Personnel or appointing authority.
- II. Death in the candidate's immediate family as evidenced by a copy of the death certificate; or
- III. Catastrophic injury or illness requiring an extended convalescent period, provided the candidate submits a doctor's certification containing a diagnosis and a statement clearly showing that the candidate's physical condition precluded his or her participation in the examination as well as documentation from the candidate's employer noting the candidate's related leave from work.

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- Military leave, which will be handled as stated in NJAC 4A:4-2.9(c).
- Exoneration from pending disciplinary or criminal charges will be handled as stated in NJAC 4A:4-2.9(d).

If you require a make up examination please call the Make Up Unit at (609) 292-9467 within 5 days upon receipt of your Notification Card.

Please note that all requests for medical make up examinations must be accompanied by the Department of Personnel's Medical Authorization for Make Up Examination form completed by the treating physician. The Medical Authorization for Make Up Examination form can be obtained through the Make Up Unit.

### ***Conclusion***

This orientation guide attempts to familiarize candidates with aspects of the Written Multiple-Choice Test, including some suggestions for preparation. The suggestions provided here are not exhaustive – we encourage candidates to engage in whatever additional preparation strategies they believe will enhance their chances of performing effectively on the examination.

#### ***Some Additional Information***

*As part of the evaluation process for this testing program, the written examination may include some supplemental survey or test questions. If included, these will be used for research purposes only. That is, these questions will not affect the candidate's score. The survey questions will address candidate's satisfaction with the examination process.*

***We hope that this Orientation Guide has been beneficial.***